

Opening Date: 2019-07-15

Closing Date: 2019-07-22

Closing Time: 11:00

## INSTITUTION DETAILS

Institution Name: Head Office Quotations

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Park Ryne Forensic Mortuary

Date Submitted: 2019-07-12

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:  
420/19/20-H

Item Category: Services

Item Description: Servicing Of Standby Generator (150 KVA) Cleaning Of Diesel Tank (Day Tank And Bulk Tank For Park Ryne Forensic Mortuary.

Quantity (if supplies): 1

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date: 2019-07-17

Time: 10am

Venue: 1. Park Ryne Forensic Mortuary.

QUOTES CAN BE COLLECTED FROM: 310 Jabu Ndlovu Street Pietermaritzburg 3201

QUOTES SHOULD BE DELIVERED TO: [www.kznhealth.gov.za](http://www.kznhealth.gov.za)

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nomonde Ngidi

Email: nomonde.ngidi@kznhealth.gov.za

Contact Number: 033-815-8379

Finance Manager Name: LT Khumalo

Finance Manager Signature:



No late quotes will be considered

**STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM	
DATE ADVERTISED: 15/07/2019	FACSIMILE NUMBER: .....
ENQUIRIES MAY BE DIRECTED TO: Siboniso Dlamini	CONTACT NUMBER: 0748241232
PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201	

ZNQ NUMBER: 420/19/20-H CLOSING DATE: 22/07/2019 CLOSING TIME: 11:00

DESCRIPTION: Servicing Of Standby Generator (150 KVA) Cleaning Of Diesel Tank (Day Tank And Bulk Tank For Park Ryne Forensic Mortuary.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR OFFER BEING DISQUALIFIED)**

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER	
PHYSICAL ADDRESS	DATE
CONTACT NUMBER	FACSIMILE NUMBER
SIGNATURE OF BIDDER	SARS PIN
[By signing this document I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.:
UNIQUE REGISTRATION REFERENCE: ↓	

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	1	Servicing Of Standby Generator (150 KVA) Cleaning Of Diesel Tank (Day Tank And Bulk Tank For Park Ryne Forensic Mortuary.				
		NB: Specification attached				
		Compulsory site Visit:				
		Venue :Park Ryne Mortuary				
		Date: 17 July 2019				
		Time: 10:00 am				
		Hand Deliver : 310 Jabu Ndlovu street, SCM Offices, Quotation Tender				
		Box. Proof of CSD summary with banking details, Tax Clearance				
		Certificate must be attached OR email to Nomonde.Ngidi@kznhealth.gov.za or Hayden.Cupido@kznhealth.gov.za or Rachel.Phiri@kznhealth.gov.za				
<b>VALUE ADDED TAX (Only if VAT Vendor)</b>						
<b>TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)</b>						

Does this offer comply with the specification?	State delivery period e.g. E.g. 1day, 1week
Is the price firm?	All delivery costs must be included in the quote price

**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

1. The institution is under no obligation to accept the lowest or any quote.
2. The price quoted must include VAT (if VAT vendor).
3. The department reserves the right to evaluate all quotations excluding VAT as some Bidders may not be VAT vendors.
4. The Bidder must ensure the correctness & validity of quote: that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the Bidder's risk
5. The Bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
6. This quotation will be evaluated specification & correctness of information.
7. Only offers that comply with or greater than specification will be considered.
8. Late quotes will not be considered.
9. All products supplied must be valid for a minimum period of six months.
10. A Bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
14. If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
15. The supplier shall furnish any information, when requested.
16. In the event that the tax compliance status has failed on CSD, it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.
17. The supplier shall indemnify the KZN Department of Health (aka the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
18. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.
19. The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract; or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
20. The purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
21. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
22. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

**DEPARTMENT OF HEALTH**

**PROVINCE OF KWAZULU-NATAL**

**SERVICING, REPAIR, MAINTENANCE, UPGRADING AND REPLACEMENT  
WORKS FOR FIXED MECHANICAL PLANT EQUIPMENT AND INSTALLATIONS  
INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITALS, CLINICS AND  
BUILDINGS AND INSTITUTIONS, FOR THE DEPARTMENT OF HEALTH**

**QUOTATION NUMBER:**

**REQUIRED CIDB GRADING: 1ME**

**FACILITY NAME: PARK RYNE FORENSIC MORTUARY**

**PROJECT DESCRIPTION: GENERATOR MAJOR SERVICE AND FUEL TANK DIESEL CLEANING**

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH**

**Port Shepstone MLM**

**Project Leader: Siboniso Dlamini**

**Telephone No: 0748241232**

**Email: [siboniso.dlamini@kznhealth.gov.za](mailto:siboniso.dlamini@kznhealth.gov.za)**

# TECHNICAL SPECIFICATION

## 1. GENERAL TECHNICAL SPECIFICATION

- This Technical Specification is provided as a guideline for bid purposes. The final scope will be discussed during the site briefing.
- After service detailed report to be submitted upon completion of work.
- The scope of work/ specifications is specific to Port Shepstone forensic mortuary hence the importance that all bidders attend the site briefing.
- The tank must have a post service report which will detail the scope of work rendered, the material and tools used in executing the service scope of work, the findings and recommendations and then the conclusion.
- No work can commence without prior authorisation by the Facility manager.
- A kick off meeting is compulsory and the bidder who will be awarded the job must notify the facility and the Engineer in charge of the start date so that a kick off meeting can be scheduled and conducted before the work start date.

## 2. STANDARDS

- The operation, construction, material and components of the cold room and freezers and its associated equipment specified, must comply with the latest requirements of:
  - i) The Occupational Health and Safety Act (Act 85, 1993) as amended.
  - ii) SANS 10142: Code of Practice for Wiring of Premises.

## 3. PROGRAMMING OF WORKS

- The contractor shall notify the institution two (2) days prior to carrying out any site work. As the mortuary is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff. Contractor shall finish this work within three (3) days counting from the date of issuing of order, unless other strong and valid reason is stated.

## 4. TESTING AND COMMISSIONING

- The units shall be tested and commissioned before handing over to Department of Health: Provincial Infrastructure Development Engineer. There shall be a commissioning program submitted to the DoH Engineer by the service provider prior to the commissioning and the commissioning shall be witnessed by the Department of Health: Provincial Infrastructure Development Engineer or his/her representatives.

# PART 5

## PARTICULAR SPECIFICATION

### 5. PARTICULAR SPECIFICATION

#### 5.1 SPECIFICATIONS

5.1.1 This particular specification shall be read in conjunction with all other sections of the Specifications and cognizance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

#### 5.1.2 GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

- This particular specification must be read with, and shall form part of, Part 4 of this document (Technical Specification).
- In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 5 (Particular Specification).
- The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 as amended and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.
- Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.
- The work shall at all times, for the duration of the contract, be carried out under supervision of a skilled and competent representative of the Service Provider, who will be able and authorized to receive and carry out instructions on behalf of the of the Service Provider. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.
- All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.
- The complete installation shall be maintained as specified in this particular specification after acceptance in writing by the Department of Health.
- The complete installation must be guaranteed against defective parts and workmanship for the period specified after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.
- Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.
- Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their bid. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.
- The Department of Health reserves the right to make emergency repairs to keep the equipment in operation without voiding the Contractor's Guarantee, nor relieving the Contractor of his/her responsibility during the guarantee

period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the administration under these circumstances will be for the account of the Contractor.

## 5.2 THE SITE

The site is Park Ryne mortuary in the UGU District.

**ANNEXURE A:**

**SERVICING OF GENERATOR PREVENTATIVE MAINTENANCE SERVICE PROGRAMME.**

Procedure to follow before starting generator.		Checked:		Comments
		Yes	No	
<b>Items</b>				
1	Check fan belt, condition and tension.			
2	Check fan for any visible damage.			
3	Check radiator hoses and clamps.			
4	Check radiator for any visible damage.			
5	Check all hoses for dust ingress.			
6	Check that water jacket heater is functional.			
7	Check all guards are in position and secure.			
8	Check battery charger.			
9	Check date of installation or replacement of battery.			
10	Check battery condition:	Casing		
		Leads		
		Box		
		Lugs		
		Battery terminals		
	Clean and tighten connections.			
11	Check oil level.			
12	Check radiator coolant level.			
13	Check day tank fuel level.			
14	Draw sample of diesel fuel and check clarity of sample.	Clear		
		Cloudy		
		Dirty (dark in colour)		
15	Check air vents on alternator for any obstructions.			
16	Check starter motor mountings for tightness.			
17	Check engine alternator mountings for tightness.			
18	Check generator base and anti-vibrations mounts for signs of deterioration.			
19	Drain water trap.			
<b>Procedure to follow after starting and running generator on NO LOAD for 5 minutes.</b>				
<b>Items</b>				
21	Check for any leaks - oil, fuel, coolant, exhaust gases.			
22	Check alternator charge operation.			
23	Log engine temperature gauge reading.	°C		
24	Log engine oil pressure reading.	bar		
25	Log generator running hours	Hours		
26	Log engine battery voltage	volts		
27	Check low radiator coolant level.			
28	Check all hoses, pipes, fittings and clamps for damage or leaks.			
29	Check exhausts manifold, silencer and pipes.			
30	Shut down generator using the Emergency stop push button.			
31	Shut down generator and check the following: Engine Oil Level Radiator Coolant Level			

<b>Procedure to follow after starting and running generator ON LOAD for 30 minutes.</b>				
<b>Items</b>				
32	Log electrical load on the generator	kVA		
33	Change over mechanism functional.			
34	Check MDI meters for functionality.			
35	Check Voltage selector for functionality.			
36	Check Phase selector for functionality.			



**ANNEXURE B**

**TECHNICAL REQUIREMENTS AND SCOPE OF WORK**  
**FOR IN-SITU DIESEL FUEL STORAGE TANK CLEANING**  
**AND DIESEL FUEL REMEDIATION**

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- Schedule of Prices – Page 3 *RETURNABLE*
- Technical requirements – Page 4 *RETURNABLE*
- Scope of Work – Page 5-6 *RETURNABLE*
- Confirmation of Compliance – Page 6 *RETURNABLE*
- Work Method Statement – 7-8 *RETURNABLE*
- Permission to Commence Work/ Control Sheet Checklist – Page 9
- Fuel Analysis Report – Page 10-11

## **NOTE TO CONTRACTORS**

- This Annexure shall be read in conjunction with the Generator Preventative Maintenance Service Programme.
- Failure to complete all the relevant documentation in its entirety shall result in the disqualification of this bid. Please note documents marked as *RETURNABLE* must be submitted with all other relevant documentation.
- The KwaZulu-Natal Department of Health Infrastructure Development Directorate reserves the right to inspect the Contractors diesel fuel cleaning equipment and associated material, staff accreditation documents and valid Safety File at the Contractors premises prior to the awarding of any bids or **BEFORE** the commencement with any services.

*RETURNABLE*

**SCHEDULE OF PRICES**

Institution to strike through sections that are not applicable

<b>To be completed by the relevant institution prior to the bid being issued for pricing.</b>						<b>To be completed by the Bidder</b>
	<b>Diesel Tank Location</b>	<b>Bulk Fuel Tank Capacity (In Litres)</b>	<b>Current fuel level of Bulk Fuel Tank (In Litres)</b>	<b>Day Tank Fuel Capacity (In Litres)</b>	<b>Current fuel level of Day Tank (In Litres)</b>	<b>Total Price</b>
<b>1</b>	Generator – Park Ryne Forensic mortuary					
<b>Carry over to quotation page</b>						<b>R</b>

**TECHNICAL REQUIREMENTS AND SCOPE OF WORK**  
**FOR IN-SITU DIESEL FUEL STORAGE TANK CLEANING**  
**AND DIESEL FUEL REMEDIATION**

**TECHNICAL REQUIREMENTS (Contractor to ensure):**

- 1) Compliance with all legislated safety requirements pertaining to in situ sampling, diesel tank cleaning, fuel remediation and DOH site specific requirements.

These safety requirements shall comply with SANAS 10089 for in-situ underground bulk diesel fuel tanks and SANAS 11089/1 for in-situ aboveground bulk diesel fuel tanks.

- 2) Only proven accredited tank cleaning and fuel remediation equipment and technology to be utilised that has:
  - A processing flow rate of no less than 1:8 to tank volume ratio.
  - Full spectrum water extraction capability (free, entrained and emulsified).
  - BV accredited or similar Induction Conditioning fuel remediation technology.
  - Three phase filtration and separation filtration down to 3 micron.
  - Metallic particulate extraction.
- 3) Service personnel shall be trained, experienced and accredited tank cleaning operators suitably skilled in system operation, fuel remediation procedures and safety requirements.

Certified copies of all training documentation shall be provided at time of tender.

- 4) A process that results in minimal waste/disposal of fuel of less than 1% of tank capacity (excluding water sludge and inorganic debris).
- 5) All contaminated disposable fuels and materials shall be disposed of at an accredited site. Original documentation shall be provided to the KwaZulu-Natal Department of Health at the time of invoicing for work done. Failure to comply shall result in the delay of these payments.

## **RETURNABLE**

### **SCOPE OF WORK:**

**Upon commencement of the service the appointed Contractor shall do the following:**

1. Draw two bottom diesel tank samples of the diesel fuel prior to the commencement of the cleaning of the tanks. Samples shall be drawn utilising recognised diesel tank sampling equipment as per the DN10/07 procedure.
2. Samples shall be drawn from the tanks and sealed in the presence of the KwaZulu-Natal Departments District Chief Artisan/ The Engineer or his/her authorized designee.

*The drawn samples shall be signed off by the relevant KZN Department of Health Institutions.*

3. Samples shall be clearly labeled detailing, date, location and tank type and volume.
4. One sample to be supplied to the KwaZulu-Natal Departments Institutions authorised designee.
5. Provide tank cleaning and fuel remediation services to the diesel tanks which will remove/remediate the following:
  - a) Tank bottom debris
  - b) Free, Entrained and Emulsified water
  - c) Solid contaminants
  - d) Bio-film build-up / accumulation on tank walls and if applicable on baffles, supports
  - e) Remediation of the fuel to comply with SANS 342 (excluding Sulphur content compliance and raising of flashpoint levels)
  - f) The Contractor shall provide specification sheets of tank cleaning equipment to be utilised.
  - g) The Contractor shall provide a list of chemicals and dosage ratios to be used in the tank cleaning and fuel remediation process utilising the MSDS sheets.

**Upon completion of the service:**

- 1) Draw samples again as per items 1 to 4 above and provide a sample to KwaZulu-Natal Departments Institutions authorized designee. The other to be sent for SANS 342 laboratory analysis from a recognized laboratory.
- 2) The Contractor shall provide the name of the independently recognised test laboratory that shall be testing the diesel fuel samples.
- 3) Provide written confirmation of completion and successful remediation and cleaning per tank.
- 4) Record the volume of waste generated from each tank, remove from site and arrange for disposal at an accredited waste disposal facility.

**RETURNABLE**

- 5) Obtain departments duly appointed site representative signature on an appropriate document confirming the above per tank.
- 6) Provide an Independent SANS 342 laboratory analysis from a recognized accredited laboratory confirming fuels remediation status per tank (excluding Sulphur content compliance and raising of flashpoint levels).
- 7) Provide a waste disposal certificate confirming waste has been received from an accredited waste disposal facility for such waste.

**Confirmation of Compliance**

I (full name) \_\_\_\_\_

Identity No. \_\_\_\_\_

Duly authorised to sign on behalf of (Company Name) \_\_\_\_\_

Company Reg. No. \_\_\_\_\_

Hereby confirm that I/we have read the requirements of this specification and will fully comply with this specification. I/We further confirm that I/We have the required technology and skills to perform the tasks.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Signature: \_\_\_\_\_

Witness:

Name \_\_\_\_\_ Signature \_\_\_\_\_

**RETURNABLE**

**DIESEL FUEL TANK AND DIESEL FUEL CLEANING REGIME FOR IN-SITU STORAGE TANKS.**

**WORK METHOD STATEMENT**

**Upon arrival on site:** Explain procedures to be followed.

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**Drawing of diesel fuel sample:** Explain procedures to be followed.

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**Setting up and commencement of diesel fuel cleaning process:** Explain the procedure to be followed.

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**RETURNABLE**

**After completion of diesel fuel cleaning process:** Explain the procedure to be followed.

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Signature of Contractor: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Contractors Company Stamp:



**Permission to Commence Work / Control Sheet Checklist**

**Items to confirm prior to issuing authorisation to commence with service**

- 1) Tank cleaning equipment to be utilised conforms to the DOH Specification, Copies of Tank Cleaning Equipment Specification Sheets to be provided
- 2) Service personnel's accreditation documentation
- 3) Health & Safety File
- 4) Material Safety Data Sheets of Chemicals to be utilized.

**Confirmation of Compliance**

I (full name) \_\_\_\_\_ hereby

Confirm I have inspected the abovementioned equipment and documentation and confirm that it in compliance with the specification. The Contractor is hereby permitted to commence with the Scope of Work as per Order No.: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Signature: \_\_\_\_\_

# Emergency Power Generator Diesel Fuel Analysis Report

**SANS 17025: 2005**

Institution: \_\_\_\_\_

Tank Type and Capacity: \_\_\_\_\_  
(One report per tank)

Tank Serial / Reference Number: \_\_\_\_\_

Name of Company conducting cleaning regime and collecting of samples: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Sample Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

Reported Date: \_\_\_\_\_

Type of Sample Container used: \_\_\_\_\_

Volume of sample taken in ml: \_\_\_\_\_

Fuel Sample ID Code: \_\_\_\_\_

Name of Laboratory conducting testing regime: \_\_\_\_\_

SANAS Accreditation Number: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Sample Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

Reported Date: \_\_\_\_\_

**NOTE: One test analysis sheet to accompany each individual fuel sample.**

**Each test analysis sheet and fuel sample to have the same ID code.**

**Test results shall be returned to the relevant institution and a copy thereof supplied to the office of the Manager - KZN DoH Infrastructure Development prior to payment being made to the Service Provider.**

**Provide a certificate stipulating volumes of waste contaminant removed from each tank and a safe disposal certificate from an accredited waste disposal facility for such waste. A copy thereof supplied to the Office of the Director - KZN Department of Health: Infrastructure Development – Maintenance and Engineering sub-directorate.**

**Test Results**

Tests	Sample No:		SANS 342:2006 Specification	
	Results	Units	Limits	Comments
Density @ 20oC (ASTM D 7042)*		Kg/L	0.800min	
Viscosity @ 40°C (ASTM D7042)*		cST	2.2-5.3	
Flashpoint (ASTM D 93)*		oC	55 min	
Water Content (ASTM D604)		%	0.05 max	
90% Recovery Temp. (ASTM D86)*		oC	362 max	
Total Contamination (IP40)*		Mg/Kg	24 max	
Sulphur (ASTM D4294)*		ppm	500 max	
Residue (ASTM D86)*		%		
Cetane Index (ASTM D976)*				
* Not an Accredited SANAS Method				

**Visual Inspection / Additional Tests**

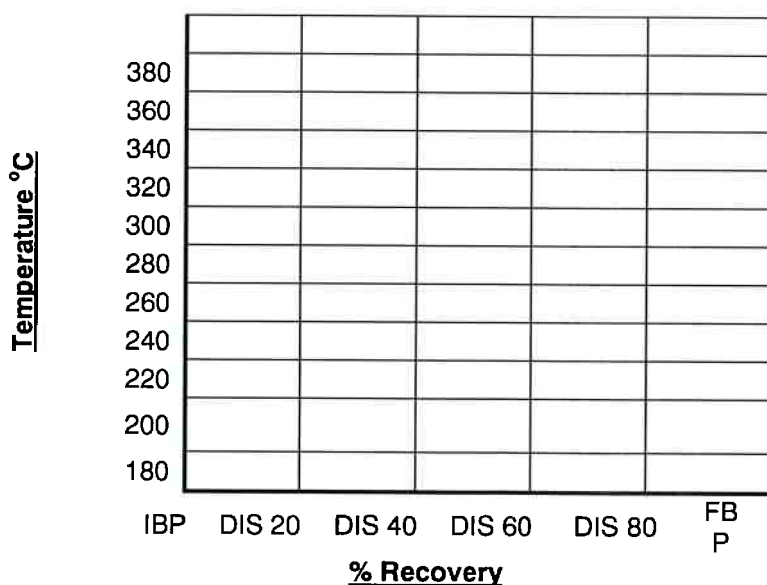
	Unit	Result	Comments
Free Water			
Colour			
Appearance			
Bacteria Content			
Total Acid Number	mgKOH/g		
IP Contamination			

**Distillation & Graph**

**Insert reading in relevant column on left and project values onto the graph on right**

**Distillation Data**

IBP	
10	
20	
30	
40	
50	
60	
70	
80	
90	
FBP	
Rec %	



**Diagnosis / Remarks**

**RESULT: PASS / FAIL (circle relevant item)**

Date: \_\_\_\_\_

Name & Signature  
Laboratory Technician

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Company Stamp

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- |                                                                              |                                         |
|------------------------------------------------------------------------------|-----------------------------------------|
| 2.1. Full Name of bidder/representative.....                                 | 2.4. Company Registration Number: ..... |
| 2.2. Identity Number: .....                                                  | 2.5. Tax Reference Number: .....        |
| 2.3. Position occupied in the Company (director, trustee, shareholder?)..... | 2.6. VAT Registration Number: .....     |

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

2.8. Are you or any person connected with the bidder presently employed by the state? [TICK APPLICABLE]

2.8.1. If so, furnish the following particulars: YES  NO

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed:.....

Position occupied in the state institution: .....Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES  NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document? YES  NO

*(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*

2.8.2.2. If no, furnish reasons for non-submission of such proof: .....

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES  NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES  NO

2.12.1. If so, furnish particulars:.....

**3. Full details of directors / trustees / members / shareholders.**

NB: The Department Of Health will validate **details of directors / trustees / members / shareholders** on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the **information** on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder	..... Signature	..... Position	..... Date
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"State" means –

- |                                                                                                                                                                                                 |                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature;                                    |
| b) any municipality or municipal entity;                                                                                                                                                        | d) national Assembly or the national Council of provinces; or |
|                                                                                                                                                                                                 | e) Parliament.                                                |

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.